

SHUTTLE TANKER LOGBOOK GUIDE

Version 3 | April 2019 | 2015 Logbook edition

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INTRODUCTION



ABOUT THIS GUIDE

The information contained in this document relates to the DP Shuttle Tanker Training Scheme only, unless otherwise specified and is to be used in conjunction with the burgundy (dark red) coloured A5 (14.8cm x 21cm) size Nautical Institute DP Shuttle Tanker logbook. The Shuttle Tanker logbook has been issued to trainee DPOs starting the Shuttle Tanker Training Scheme on or after 1 January 2015. The Shuttle Tanker Scheme forms part of The Nautical Institute's Dynamic Positioning Operator's Training and Certification Scheme.

Please note that there is more than one version of this logbook. This guide is designed for those who have the original 2015 edition logbook and the logbook number will start 15ST.

This guide is designed to assist you, as a trainee DPO, in completing your logbook correctly before applying to The Nautical Institute for your DP certificate. Please read this guide and the information contained in the logbook itself very carefully as failure to do so may result in errors that may cause your application to be rejected and returned to you as unsuccessful.

This guide is not to be used as a sole source of information for the rules pertaining to the issuance of a DP Certificate. Although we try to include as much information as we can in our logbook guides their main purpose is to assist you in completing your logbook. Therefore it is to be used in conjunction with the document entitled "[Accreditation and](#)

[Certification Scheme Standard](#)", which is available to download from our website, as this contains comprehensive information on the Scheme.

There are multiple guides, FAQs and other information available on the schemes offered by The Nautical Institute via the *DP Help Page* on our website. To avoid confusion, please ensure you are reading the information specific to the DP certificate you are applying for.

FOUR YEAR VALIDITY PERIOD

In order to avoid deterioration of your skills during the training period, all elements of the DP training scheme must be completed within four years. The four year rule applies for those who enter into the scheme from January 2015.

When applying for the certificate and submitting documents to the NI, ALL components of the programme (shore-based courses, sea time, task sections, Statement of Suitability form and other elements) must have been completed within the previous four years. If any of the training phases fall outside of the four year validity period, you will be required to repeat the expired training phase.

The four year validity period is calculated by the date your completed application documents are received by The Nautical Institute at our office in London, after you have firstly applied online as described below.

DP CLASSED VESSELS

All DP sea time and offshore loading operations for the DP Shuttle Tanker Training Scheme refers to vessels officially certified with a DP notation (DP1, DP2 or DP3) by classification societies.

APPLYING FOR A DP CERTIFICATE

The online application system is mandatory and any documents received without first being properly applied for through the online system, will be returned via normal post without processing.

A credit/debit card or PayPal account is needed to complete the online application process.

Once you have added your information onto the your account you will need to contact the certification team to make your application manually eligible. When your application status is changed to eligible and you have successfully completed the payment, a PDF Checklist Template, containing a list of the documents to be sent to us, will be available in your DP online account on the *My Account* home page. Please download and print this form. You will need to complete and sign the form before including it with your application. If you are unable to find the document on your *My Account* home page, please contact the Certification team.

Please also read the FAQs on the NI Alexis Platform website for a list of documents required to successfully apply for your DP certificate.

INTRODUCTION (CONT'D)

DELIVERY OF DOCUMENTS

We work solely with our contracted couriers, DHL, to return documents. The fees for processing and the return of the documents are paid when completing the online application process.

We recommend that you send your logbook to us by courier/special delivery to avoid potential loss by standard post. The Nautical Institute assumes no responsibility for the loss/damage of logbooks/documents while in transit.

It is recommended that you make and keep a photocopy of your logbook before sending it to us.

Please visit our website for the courier fees which are applicable to all applications.

UK and European Union countries are subject to an additional charge on the courier fee due to VAT, which is beyond The Nautical Institute's control.

USING THE LOGBOOK

The logbook is for use to obtain initial certification for the DP Shuttle Tanker Training Scheme. It can also be used to revalidate the Shuttle Tanker DP Certificate and convert to the Shuttle Tanker DP Certificate from Offshore DP Certificates.

CHANGES TO THE SCHEME—EFFECTIVE 1 JANUARY 2017

From 1 January 2017, Course C is no longer a mandatory requirement. This eliminates Phase 9 of the DP Shuttle Tanker Training Scheme.

Phases 2-8 no longer have to be completed in the set order, however, Phase 2 (*24 days sea time, two offshore loading operations and tasks sections*) must be completed before Phase 3 (*DP Simulator Course*) in all scenarios.

Due to updates within the scheme that are three routes for gaining the Shuttle Tanker DP Certificate :

1. If you are following the original Phases 1-11 of the scheme, you can continue recording the information in the correct phases of the logbook.
2. If you are following the original scheme but completing Phases 2-8 in any order (2017 update) you can also continue recording the information in the correct phases of the logbook.

Note: Phases 1, 10 and 11 are fixed and must be completed in the correct order. Phase 2 (*24 days sea time and two offshore loading operations*) must be completed and logged before the attendance at the DP Simulator Course. These changes are to give more flexibility within the scheme to allow trainee DPOs a better chance to complete all the requirements within the given time frame.

3. If you are following the revised scheme (2018 update), which consists of Phases 1-4, this can still be completed in the 2015 version of the logbook. Please make sure that the DP Induction Course, DP Simulator Course, Course A and Course B are added to the correct pages of the logbook (Phases 1, 3, 5 and 7). The sea time and offshore loading operations can be completed on any of the shuttle tanker sea time pages. This will be the same for both Pathway A and Pathway B but if you complete simulated offshore loading operations in Phase 2 for Pathway B, please use the activity code SOLO (Simulated Offshore Loading Operations).

Note: Phases 1, 3 and 4 are fixed and must be completed in the correct order. Activities, sea time and offshore loadings can be completed in any order within Phase 2 but a minimum of 24 days and two offshore loading operations must be completed and logged before the attendance at the DP Simulator Course.

PERSONAL DETAILS

PHOTOGRAPH

You will need to provide two 35x45mm size photographs of yourself taken within the last 6 months. The training centre will attach one here and stamp it with the training centre's official stamp. They will retain the other photograph for their records.

COMPLETING THE FORM

The details on this page should be written clearly in **BLOCK CAPITALS**.

NOTE

An NI online account will be created in your name during your attendance on the DP Induction Course. This is so the training centre can register your logbook number and examination results.

You will need to keep a note of the email address and password that you used when the account was set up as your application must be made on the same account.

If you do not remember your login details please use the forgotten password option on the login page.

Please ensure that you only register once as duplicated accounts will cause delays to your application.



It is very important that you take care to ensure that your name is typed correctly. The Nautical Institute assumes no responsibility for spelling errors and a fee may be charged for reprinting documents.



ONLINE APPLICATION TIPS

Please check your account to ensure your name has been entered on the Alexis Platform using the correct capitalisation, e.g..


✗ JOE ADAM BLOGGS

✗ joe adam bloggs

✓ Joe Adam Bloggs

Note: Please ensure that if you have any special characters in your name that these are inputted correctly. Do not use block capitals to complete online applications.

2 Personal details



Your Details

All details below are mandatory and must be completed in full

Logbook issued to (full name):.....
JOE ADAM BLOGGS

Address:.....
23 BLOGG STREET
SOUTHAMPTON
HANTS

Country:..... UNITED KINGDOM Postcode:..... SO14 1PJ

Phone number (inc. country code):..... +44 (0) 1234 555 555

Date of birth:..... 25/01/1976

Passport number:..... 987654321


CoC number:..... 1234567

CoC country:..... UNITED KINGDOM

CoC date of issue:..... 24/11/2014

DP Certificate number:..... 00001

NI customer number:.....

Signature of holder:..... 

PERSONAL DETAILS (CONT'D)

UPDATING YOUR INFORMATION

Contact Details: If you move house or change any of your contact details, please ensure that you complete the change of address and contact details section of your logbook.

Please put a line through the old address and contact details so it is clear which are to be used. This information should also be updated on the online account.

Official Documents: If you upgraded your CoC, had a new passport issued or changed your name, please complete this section.

Personal details 3

Change of name, CoC or passport

Change of name:.....

Passport number:

CoC number:.....

CoC country:.....

CoC date of issue:.....

Change of address and contact details

Address:.....

.....

.....

Country:..... Postcode:.....

Email:.....

Phone number (inc. country code):.....

Change of address and contact details

Address:.....

.....

.....

Country:..... Postcode:.....

Email:.....

Phone number (inc. country code):.....

PHASE 1 - DP INDUCTION COURSE

COMPLETING THE DP INDUCTION COURSE

This page will be completed by the centre instructor once you complete your DP Induction Course (Phase 1).

Please check it has been signed, dated, stamped and that the certificate number has been added. Contact the relevant training centre if any of the items have not been completed or are incorrect.

This course is only valid within four years of receipt of your completed application documents by The Nautical Institute.

Please note: The four year validity restriction is based on 48 months and not a calendar year. (e.g. If you attended the Induction course on 15th February 2016, The Nautical Institute will have to receive your completed application before 15 February 2020).

REPEATING THE DP INDUCTION COURSE

You will be required to repeat the DP Induction Course if you have not yet been issued with a DP Shuttle Tanker certificate and;

1. It is older than four years (48 months) or;
2. The course has not yet reached its four year expiry limit but you are unable to apply to The Nautical Institute for us to receive your application documents before the expiry date has been reached.

When you repeat the DP Induction Course the training centre will not provide you with a new logbook, but instead the details of the repeated course will be added to the section at the bottom of this page. Please check that the training centre has signed, dated and stamped the repeated course.

Phase 1: DP Induction Course 19

Logbook

Please ensure the entries are fully completed

Phase 1 DP Induction Course

(for those being introduced to the subject)

Centre MARINE BLUE CENTRE

Date Completed 04/01/2017 Course certificate No. 000000

I hereby certify that the holder of this logbook has satisfactorily completed the DP Induction Course and has passed the assessment

Signed 

Print Name HENRY SAUCE

Training Centre stamp:



INDUCTION COURSE: When applying for the certificate, ALL components of the programme must have been completed within the previous 4 years.

Phase 1 DP Induction Course repeated (after 4 years)

(for those being re-introduced to the subject)

Centre

Date Completed Course certificate No.

I hereby certify that the holder of this logbook has satisfactorily completed the DP Induction Course and has passed the assessment

Signed

Print Name

Training Centre stamp:

SHUTTLE TANKER SEA TIME RECORDS

SHUTTLE TANKER SEA TIME PAGES

You will find these pages in Phases 2, 4, 6, 8 and 10 of your Shuttle Tanker logbook.

Although the scheme order has changed and Course C is no longer a requirement, the example on "How to complete the Shuttle Tanker logbook entries" on page 17 of the logbook is still correct. When entering your sea time and offshore loadings in Phase 2, these must be dated before the DP Simulator Course in Phase 3. Further time can be entered in any of the shuttle tanker sea time pages.

1 SHIP DETAILS

The first section at the top of the shuttle tanker sea time record page is to record the ship details and DP equipment on board. All details must be fully and correctly completed.

2 SEA TIME DATES

This is where the 'Start' (date joined vessel) and 'End' (date left vessel) dates of your **trip** must be entered.

Offshore loading operation dates entered outside of the *Date joined* and *Date Left* will not be counted.

Entries without both a *Date joined* and a *Date left* will not be counted towards the application.

3 TRAINEE DETAILS

This must include both your DP and non DP rank.

4 OFFSHORE LOADING OPERATIONS TABLE

This table is to enter details of your offshore loading operations. The activity code, location and date must all be completed for each entry. Activity codes can be found on page 18 of your DP Shuttle Tanker logbook.

5 MASTER AND VESSEL DETAILS

Sea time entries without the Master's signature and vessel stamp will not be counted towards the time required to gain a Restricted Shuttle Tanker DP certificate or revalidate.

The Master must only complete this section once all of the Sea time and offshore loading operations for the trip has been completed.

6 INCOMPLETE OFFSHORE LOADING OPERATIONS

Unused spaces must be crossed out by the Master.

20 Phase2: shuttle tanker sea time

Phase 2 Shuttle tanker sea time

1 Ship name *Nautiwave I* IMO number *1254567*

DP equip. class *DP1* DP system *KONGSBERG SDP24* Rank *Trainee DP0/2nd Officer*

2 Date joined vessel *05/01/17* Date left vessel *28/01/17*

4

Offshore Loading operation	Activity Code	Location
	<i>OLT</i>	<i>Sunlight FPSO</i>
		<i>Date 10/01/17</i>
	<i>OLT</i>	<i>Seaways Oilfield</i>
		<i>Date 21/01/17</i>

5

Master's signature *[Signature]* Ship's Stamp *[Stamp]*

Master's printed name *GREGORY GRIPEN*

Master's CoC no./Master's DP certificate no. *0000*

Ship name *Nautiwave I* IMO number *1254567*

DP equip. class *DP1* DP system *KONGSBERG SDP24* Rank *Trainee DP0/2nd Officer*

Date joined vessel *02/02/17* Date left vessel *24/02/17*

6

Offshore Loading operation	Activity Code	Location
	<i>OLT</i>	<i>Sunlight FPSO</i>
		<i>Date 08/02/17</i>

Master's signature *[Signature]* Ship's Stamp *[Stamp]*

Master's printed name *GREGORY GRIPEN*

Master's CoC no./Master's DP certificate no. *0000*

Note to Master: uncompleted sea time, dates and offshore loading cells should be crossed out. Data entries without the Master's signature and stamp will not be counted or validated by the NI. Dates shall be in dd/mm/yyyy format. Cadets or STCW officer training should be noted in the 'rank' cell. Activity codes as per page 18.

SHUTTLE TANKER DP SEA TIME RECORD (CONT'D)

CORRECTING ERRORS

The use of correction fluid is not permitted. If a mistake is made recording sea time entries and/or offshore loading operations, the Master must cross out the entire sea time table containing the incorrect entry and the correct data must be entered in the next available table. Please be careful when voiding incorrect entries as there are TWO tables contained on each page.

Entries amended with correction fluid or overwritten will not be counted towards the time required to qualify for a Shuttle Tanker Restricted DP certificate.

NOTE TO TRAINEE DPOS

It is advised that you fully check all of the entries on the page are correct while both you and the Master are still on board the vessel so that any errors/omissions can be easily rectified.

20 Phase2: shuttle tanker sea time

Phase 2 Shuttle tanker sea time

Ship name *Nautiwave I* IMO number *1254567*
 DP equip. class *DP1* DP system *KONGSBERG SDP24* Rank *Trainee DPO/2nd Officer*
 Date joined vessel *05/01/17* Date left vessel *28/01/17*

Offshore Loading operation	Activity Code	Location
		<i>Sunshine FPSO</i>
	<i>0LT</i>	<i>10/01/16</i>

Master's signature *[Signature]* Ship's Stamp
 Master's printed name *GREGORY GRIPEN*
 Master's CoC no./Master's DP certificate no. *0000*

Ship name *Nautiwave I* IMO number *1254567*
 DP equip. class *DP1* DP system *KONGSBERG SDP24* Rank *Trainee DPO/2nd Officer*
 Date joined vessel *05/01/17* Date left vessel *28/01/17*

Offshore Loading operation	Activity Code	Location
		<i>Sunlight FPSO</i>
	<i>0LT</i>	<i>10/01/17</i>

Master's signature *[Signature]* Ship's Stamp
 Master's printed name *GREGORY GRIPEN*
 Master's CoC no./Master's DP certificate no. *0000*

Note to Master: uncompleted sea time, dates and offshore loading cells should be crossed out. Data entries without the Master's signature and stamp will not be counted or validated by the NI. Dates shall be in dd/mm/yyyy format. Cadets or STCW officer training should be noted in the 'rank' cell. Activity codes as per page 18.

SHUTTLE TANKER TASK SECTION

TASKS SECTIONS

There are 11 sections within the tasks. All tasks are mandatory unless otherwise specified in the task row.

ALL tasks must be completed within the sea time recorded in Phase 2 and **must be completed before taking the DP Simulator Course.**

Please read the instructions for the tasks on pages 22 and 23 very carefully and ensure that both the Senior DPO and Master completing the task sections have also read it carefully to ensure they know how to complete these sections correctly.

TASK SIGNATORIES

Each item must be completed by the qualified and certificated DPO assigned to supervise you. If the Master is the assigned certificated DPO on board he/she must still complete and sign-off each item individually as well as the Master's sign-off at the end of each task section. A note must also be made on page 52 in the "Comments" section confirming that they were the Master and certificated DPO on board.

Each task item must be individually dated and signed and must contain the DPO's certificate number. Block signatures and dates (signed and/or dated once across multiple entries) are not permitted and will result in the application being made unsuccessful.

22 Tasks
Tasks 23

Task Sections

All the tasks are mandatory unless specified in the task row. ALL tasks must be completed before the DP Simulator Course and **not be block signed**. Repeated training to be completed only when required.

1. The sea time date – must be within the sea time logged on phase 2. The master who counter signs the task section of the logbook must be the same signatory in Phase 2.
2. If the ship has trainee DPOs onboard, the company has a responsibility to have a qualified DPO onboard to supervise the training.
3. That qualified DPO may be a permanent member of the ship's staff or a DP consultant sailing with the ship whilst training is being undertaken and is responsible for signing off each task when completed satisfactorily.
4. A Master not qualified as a DPO, whilst ultimately responsible for the ship and all onboard, cannot be expected to know whether the training has been conducted properly unless advised by a qualified DPO.
5. Once the Master has been given this advice, has checked the logbook and assessed the performance of the trainee as a DP watch-keeping officer / ship handler, he can countersign each task section when it is fully completed.
6. If the Master is the certified DPO onboard, then a note shall be made in the logbook (p52) and the Master's DP certificate number must be provided for verification. The Master still must sign off each task item individually in this case.

SECTION 1: Demonstrate an in-depth knowledge of all the relevant documents relating to the DP system and the Statutory and Class requirements and industry Best Practice recommendations. This section only to be completed for documents found onboard. Candidates should have a thorough knowledge of the DP system documentation carried on the vessel. They should understand the reason for these documents, the requirements to comply with their content and to keep them up to date. They should confirm having read and signed the vessel's FMEA and DP Operations manuals. This section must be completed during sea time days	Initial training			Repeated training (if required)		
	Sea time date (dd/mm/yyyy)	Certified Senior DPO's signature	Certified DPO's DP certificate number	Sea time date (dd/mm/yyyy)	Certified Senior DPO's signature	Certified DPO's DP certificate number
1.1 DP CLASS REQUIREMENTS:						
1.1.1 Vessel FMEA. Be aware of the content and purpose of this document	08/01/17	<i>[Signature]</i>	0000			
1.1.2 Annual trials. Be aware of the content and purpose of this document	08/01/17	<i>[Signature]</i>	0000			
1.1.3 Capability plots. Be aware of why these are produced and their interpretation	08/01/17	<i>[Signature]</i>	0000			

SHUTTLE TANKER TASK SECTION (CONT'D)

INDIVIDUAL TASK SECTION—MASTER'S SIGN-OFF

Each section within the tasks has its own sign-off page, which must be completed by the Master only after the items within the section have been completed.

All sections must be completed fully and correctly before taking the Phase 3 - DP Simulator Course.

REPEATED TRAINING

This side must only be completed if you need to repeat Phase 2 due to the original being older than four years or if it is invalid for any reason.

This applies to all the pages within the Tasks Sections.


32 Tasks			Tasks 33			
SECTION 5: Identify all Position Reference Systems (PRS) onboard the vessel: practical use and limitations. The causes and effects of interference, failures, shadow sectors, environmental and external influences. This section only to be completed for the specific reference systems fitted. Be aware of the factors that can affect reference system accuracy, such as vessel motion, heavy rain, snow, shadowing by structures or lifts, movement of personnel wearing reflective clothing, etc. This section can be completed during sea time days. A minimum of 2 types of PRS is required.			Initial training		Repeated training (if required)	
	Sea time date (dd/mm/yyyy)	Certified Senior DPO's signature	Certified DPO's DP certificate number	Sea time date (dd/mm/yyyy)	Certified Senior DPO's signature	Certified DPO's DP certificate number
5.1 GNSS (Global Navigation Satellite Systems)	08/01/17	<i>[Signature]</i>	00000			
5.2 Relative GPS	08/01/17	<i>[Signature]</i>	00000			
5.3 Laser systems	08/01/17	<i>[Signature]</i>	00000			
5.4 Artemis	08/01/17	<i>[Signature]</i>	00000			
5.5 FMCW Radar systems	08/01/17	<i>[Signature]</i>	00000			
5.6 Acoustic systems						
5.7 Taut wire						
5.8 Other reference systems. Please specify other systems						
Initial Training Master's signature: <i>[Signature]</i> Date: 21/01/17 Master's name: LEONARD RYD Master's CoC: 000000 CoC country issued: UK			Repeated Training Master's signature: _____ Date: _____ Master's name: _____ Master's CoC: _____ CoC country issued: _____			

SHUTTLE TANKER TASK SECTION (CONT'D)

ADDITIONAL NOTES AND COMMENTS

Any additional notes from the trainee DPO, certificated DPO or Master must be recorded here.

If the Master is the assigned DPO on board who filled in and signed off some or all of the tasks they must write a note here stating this. They must also write their name and DP Certificate number.

52 Tasks	Tasks 53
<p>Comments and notes by DP trainee, Certified Senior DPO or Master</p> <p>I confirm that I was the appointed certified DPO on board the Nautiwave 1 for the period of [start date] - [end date]. I oversaw Joe Bloggs' initial DP training and signed off all of his individual task items.</p> <p> GREGORY RIPEN DP Cert No. 0000 27/04/17</p>	<p>Before attending the DP Simulator Course:</p> <p>Review all material taught in the DP Induction Course and reinforced in Sections 1-6 of this task book. There is not time in the DP Simulator Course to review all the DP Induction Course material.</p> <p>Complete ALL tasks in Section 1/11.</p> <p>There will be a practical assessment and online examination during the DP Simulator Course. Guidance for the practical assessment should be provided to the student at the end of the DP Induction Course by the training centre.</p> <p>At the end of the DP Simulator Course, the student must pass a multiple choice exam, similar in format to the DP Induction Course assessment and based on the material covered during the DP Simulator Course.</p> <p>Build your skills in manual driving as per task items (7.2, 7.3, 10.1, 10.2, 11.11, 11.12, 11.13).</p>

PHASE 3 - DP SIMULATOR COURSE

COMPLETING THE DP SIMULATOR COURSE

This page will be completed by the centre instructor once you complete your DP Simulator Course (Phase 3).

You can only advance onto the DP Simulator Course once you have completed all of the required sea time, offshore loading operations and tasks within Phase 2.

Please check it has been signed, dated, stamped and that the certificate number has been added. Contact the relevant training centre if any of the items have not been completed or are incorrect.

This course is only valid within four years of receipt of your completed application documents by The Nautical Institute.

Please note: The four year validity restriction is based on 48 months and not a calendar year. (e.g. If you attended the DP Simulator Course on 15th February 2016, The Nautical Institute will have to receive your completed application before 15 February 2020).

REPEATING THE DP SIMULATOR COURSE

You will be required to repeat the DP Simulator Course if you have not yet been issued with a Shuttle Tanker Restricted certificate and;

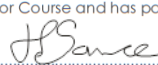
1. it is older than four years (48 months) or;
2. the course has not yet reached its four year expiry limit but you are unable to apply to The Nautical Institute for us to receive your application documents before the expiry date has been reached.

You will also need to repeat your Phase 1 DP Induction Course, 24 days sea time and two offshore loadings in Phase 2 and tasks if they have or will expire as described above. If these phases/items need to be repeated, this must be completed before you take/retake the DP Simulator Course.

When you repeat the DP Simulator Course the training centre will not provide you with a new logbook, but instead the details of the repeated course will be added to the section at the bottom of this page. Please check that the training centre has signed, dated and stamped the course.

54 Phase 3: DP Simulator Course

Phase 3 DP Simulator Course

Centre MARINE BLUE CENTRE
Date Completed 04/01/2017 Course certificate No. 000000
I hereby certify that the holder of this logbook has satisfactorily completed the DP Simulator Course and has passed the assessments
Signed 
Print Name HENRY SAUCE
Training Centre stamp:



INDUCTION COURSE: When applying for the certificate, ALL components of the programme must have been completed within the previous 4 years.

Phase 3 DP Simulator Course repeated (after 4 years)

Centre
Date Completed Course certificate No.
I hereby certify that the holder of this logbook has satisfactorily completed the DP Simulator Course and has passed the assessments
Signed
Print Name
Training Centre stamp:

PHASE 5/7 - COURSE A AND B

COMPLETING COURSE A AND COURSE B

This page will be completed by the centre instructor once you complete Course A and Course B (Phase 5 and 7).

Please check it has been signed, dated, stamped and that the certificate number has been added. The correct course should also be ticked. Contact the relevant training centre if any of the items have not been completed or are incorrect.

This course is only valid within four years of receipt of your completed application documents by The Nautical Institute.

Please note: The four year validity restriction is based on 48 months and not a calendar year. (e.g. If you attended the Course A on 15th February 2019, The Nautical Institute will have to receive your completed application before 15 February 2023).

REPEATING COURSE A AND COURSE B

You will be required to repeat Course A and/or Course B if you have not yet been issued with a Shuttle Tanker Restricted certificate and;

1. It is older than four years (48 months) or;
2. The course has not yet reached its four year expiry limit but you are unable to apply to The Nautical Institute for us to receive your application documents before the expiry date has been reached.

You will also need to repeat any other part of the DP Shuttle Tanker Training Scheme.

When you repeat Course A and/or Course B, the training centre will not provide you with a new logbook, but instead the details of the repeated course will be added to the section at the bottom of this page. Please check that the training centre has signed, dated and stamped the course.

58 Phase 5: Courses A, B and C

Phase 5 Course A, B and C

Please tick one box

☒ Course A (PRS) ☐ Course B (offshore loading) ☐ Course C (STR equivalent)

Centre MARINE BLUE CENTRE

Date Completed 04/01/2019 Course certificate No. 00000

I hereby certify that the holder of this logbook has satisfactorily completed the course above

Signed 

Print Name HENRY SANCE

Training Centre stamp:



Phase 5 Course A, B and C repeated (after 4 years)

Please tick one box

☐ Course A (PRS) ☐ Course B (offshore loading) ☐ Course C (STR equivalent)

Centre

Date Completed Course certificate No.

I hereby certify that the holder of this logbook has satisfactorily completed the course above

Signed

Print Name

Training Centre stamp:

PHASE 11 (PHASE 4) STATEMENT OF SUITABILITY

The **Statement of Suitability** is very important and one of the main reasons why applications for DP certificates are rejected due to forms being incorrectly filled in or not completed at all.

The Statement of Suitability must be signed off and stamped by the Master of the last vessel recorded in your logbook before applying to The Nautical Institute for a Shuttle Tanker Restricted DP Certificate. You must also provide a confirmation letter that verifies this DP entry.

Please ensure that the form is only completed by the Master after you have taken all of the courses and acquired all of the sea time required to qualify for a Shuttle Tanker Restricted DP certificate. Only sea time dated on or before the date of your Statement of Suitability can be used towards your required time needed for a DP certificate. If you wish to include additional sea time in your application that is dated after your Statement of Suitability you will need to have a new form completed that complies with the requirements.

1 AND 3 MASTER'S DETAILS

The Master must write his name clearly in BLOCK CAPITALS at the top of the form and sign, date and add his CoC/DP certificate number details lower down in the spaces provided.

If the Master is the Trainee DPO the certificated DPO must complete and sign the form in the spaces indicated that the Master of the vessel

should sign.

The Trainee DPO/Master must then sign and complete the form in the spaces provided for the Trainee DPO details.

2 TRAINEE DP OPERATOR'S NAME

Your name must be written here.

4 COUNTERSIGNATURE OF SENIOR DPO

If the Master signing the Statement of Suitability does not hold a valid DP Certificate, the form must be countersigned and dated by the certificated DPO in charge. The DPO should also write his DP Certificate number in the space provided and write his name in BLOCK CAPITALS on the same line as his signature.

5 TRAINEE DPO DETAILS

Your signature, current CoC number and the country the CoC was issued in must be completed here. Please ensure that your signature here matches the one on your PDF and CoC.

6 SHIP STAMP AND MASTER

The ship stamp and Master's name and signature must match the last sea time entry in your shuttle tanker logbook.

Phase 11: Statement of Suitability form 67

Phase 11 Statement of Suitability form for an officer to undertake full watch-keeping responsibility onboard a DP vessel

1. I, Captain LEONARD RIND verify that

2. (Trainee DP Operator's name) JOE ADAM BLOPPS

has completed the DP Operator's logbook and DP tasks to my satisfaction and has demonstrated in my opinion that he/she is capable to undertake DP watchkeeping duties in particular:

- i. Possesses an adequate knowledge of DP;
- ii. Knows the underlying principles of DP and shuttle tanker operations;
- iii. Can take control of the DP system in normal operational conditions;
- iv. Understands what to do in an emergency;
- v. Understands the operational procedures onboard and can safely operate the vessel's DP system;
- vi. Has bridge team work behaviour and communication skills required for safe DP operations.

If the Master is not a DPO, the Senior DPO should countersign

3. Master's signature [Signature] Date 08/10/15

Master's CoC no./DP certificate no. [Signature] Country of issue UK

4. Countersigned by Senior DPO [Signature] **C WHARF**

Senior DPO's DP certificate no. 00000 Date 08/12/15

5. Trainee DP Operator's signature [Signature]

CoC no. 1234567

Country of issue UNITED KINGDOM

6. Ship's stamp



The information contained here is that on which a certificate to practice will be issued and The Nautical Institute takes a serious view of false information being submitted, or false endorsement by Competent Officer/Master. The penalty for doing so can lead to suspension or cancellation of a DP certificate for up to five years. The Nautical Institute reserves the right to take further action if applicable. Verification may be sought on any information contained in this document.

On completion of the logbook and satisfactory completion of the relevant courses, a DP operator's Shuttle tanker Certificate will be issued by The Nautical Institute. The operator should forward the logbook to:

The DP Department, The Nautical Institute, 202 Lambeth Road, London, SE1 7LQ, UK

SHUTTLE TANKER CONFIRMATION LETTER

REQUIREMENTS

In order to further improve the integrity of the application process and to prevent cases of fraud, The Nautical Institute requires additional documentation, in the form of a testimonial letter from shipping companies, to be submitted with every application. This letter must match the following criteria:

- Be written by the shipping company on original company headed paper, which must also include the company contact details;
- Company logos must be of a high resolution and appear clear. Letters received with logos that appear pixelated and/or blurry will not be accepted by The Nautical Institute;
- Contain the company's official stamp or seal;
- Signed and stamped by the Operations Manager, Marine Superintendent or other position directly involved with the operations of the vessel. *(Letters signed by Masters, Agency staff and HR personnel are not acceptable).* Signatures and stamps must be ink originals, not digital scans;
- Contain the full job title of the signatory. (Not abbreviated)
- Dated (the letter should be written and therefore dated, only once the DPO has achieved the necessary experience);

State that the applicant has trained/worked as a DPO on board the vessel(s) listed:

- Confirm the total time the applicant has performed as a DP operator on board the vessel(s). This must also include the sea time and offshore loading operations
- Recorded sea time must only include actual sea time served on board and offshore loading operations completed on the vessel(s); not time on leave/attending courses. This sea time must be broken down and listed as individual trips;
- Sea time experience, not covered by a letter will not be considered for the DP application unless the candidate can prove extenuating reasons.
- Letters should include contact details of the letter signatory in case further clarification is needed.

When the requested confirmation letter has been obtained, please include the **original** with your application documents and send them by courier to The Nautical Institute; (photocopies and emailed scans of letters cannot be accepted).

Note: this letter does not replace the entries, signatures and stamps in the logbook, which need to be sent along with this document to The Nautical Institute.

Applications with confirmation letters not meeting with the above requirements will be subject to delay.

The letter template for the shuttle tanker company confirmation letter can be found on our website.

[Company Headed paper]

[Date]

DP Department
The Nautical Institute
202 Lambeth Road
LONDON
SE1 7LQ
United Kingdom

Dear Sir/Madam

Application for a Dynamic Positioning Operators Certificate

We hereby certify that [DPO'S FULL NAME] ([DATE OF BIRTH]) is employed by [COMPANY NAME] as a [DPO'S RANK]/DP Operator on board our shuttle tanker vessels.

We have verified the entries in his/her DP log book as true and correct and further certify that [DPO'S NAME] has performed as a DP Operator and completed the below offshore loading operations during DP sea service on the DP class vessels listed.

This letter is provided in support of his/her application for a DP certificate.

VESSEL NAME	IMO No.	DP CLASS	FROM	TO	RANK
			DD/MM/YY	DD/MM/YY	
OFFSHORE LOADING DATE	OFFSHORE LOADING LOCATION	OFFSHORE LOADING OPERATION			
1					
2					

VESSEL NAME	IMO No.	DP CLASS	FROM	TO	RANK
			DD/MM/YY	DD/MM/YY	
OFFSHORE LOADING DATE	OFFSHORE LOADING LOCATION	OFFSHORE LOADING OPERATION			
1					
2					

VESSEL NAME	IMO No.	DP CLASS	FROM	TO	RANK
			DD/MM/YY	DD/MM/YY	
OFFSHORE LOADING DATE	OFFSHORE LOADING LOCATION	OFFSHORE LOADING OPERATION			
1					
2					

VESSEL NAME	IMO No.	DP CLASS	FROM	TO	RANK
			DD/MM/YY	DD/MM/YY	
OFFSHORE LOADING DATE	OFFSHORE LOADING LOCATION	OFFSHORE LOADING OPERATION			
1					
2					

VESSEL NAME	IMO No.	DP CLASS	FROM	TO	RANK
			DD/MM/YY	DD/MM/YY	
OFFSHORE LOADING DATE	OFFSHORE LOADING LOCATION	OFFSHORE LOADING OPERATION			
1					
2					

Yours faithfully

[Name]
[Job Title]